

Authors' Writing Schedule (**Revised**)

Item/Task/Milestone	Estimated completion date
First Chapter Authors workshop	May 16 & 17, 2005
Initiate Authors' subcontracts	May 18
All Authors' subcontracts in place	July 1
Bulleted chapter outlines (1st and 2nd order headings) due from Authors	July 1
Chapter outlines distributed to all Authors AND TO STAKEHOLDERS	early-July
Preliminary draft chapters due from Part 2 and Part 3 Authors (DISTRIBUTE THESE CHAPTERS TO PART 1 AUTHORS)	early-September
Preliminary draft chapters due from Part 1 Authors (DISTRIBUTE ALL CHAPTERS TO ALL AUTHORS)	late-September
DISTRIBUTE PRELIMINARY DRAFT CHAPTERS TO STAKEHOLDERS	MID-OCTOBER
Combined Second Chapter Authors workshop & Second Stakeholders Meeting (to discuss the preliminary draft material)	late-October
Completed manuscripts and graphics due from all Authors	mid-November



Authors' Writing Schedule (continued)

Item/Task/Milestone	Estimated completion date
Preliminary draft SAP 2.2 to Authors for quick review	early-January 2006
Deliver draft SAP 2.2 to Agency Executive Committee	mid-January 2006
Complete expert peer review of Draft SAP 2.2	mid-February
Develop responses to peer review comments	late-February to mid-March
Complete revisions and deliver revised SAP 2.2 to Agency Executive Committee	late-April 2006
45-day public review and comment period closes	mid-June 2006
Develop responses to public comments	late-June to mid-July
Complete revisions and deliver SAP 2.2 to CCSP	late-August 2006



SOCCR Production Objective

- **To produce a high-quality report of use to a broad audience and with the provided scientific information to be understandable by all**
- **Total report: about 100 pages**
- **Each Lead Author becomes an important part of the production team**
- ***Writing Instructions for Authors* have not yet been developed, but will be available soon to address anticipated problems with word processing and graphics**



Word Processing

- Each Lead Chapter Author would consolidate, prepare, and submit a single manuscript for the entire team of Contributing Authors for that chapter
- MS Word files are preferred, but any word processing software capable of creating “rich text format” (RTF) files will be acceptable
- Manuscripts submitted by Authors should be basic, unformatted text; No formatting of chapter subheadings, page numbers, etc.
- Formatting details (such as styles, font faces, point sizes) will be the responsibility of Technical Editors
- Manuscripts should be submitted and delivered as attachments to e-mail
- Tables and graphics should be submitted as separate, individual files (and not buried in the manuscript text)



Other Related Issues (to be Addressed in the *Writing Instructions*)

- Glossary and definition of terms; Minimal use of disciplinary jargon
- Units and measures
- Acronyms and abbreviations
- Use of special symbols (e.g., °C, \pm , superscripts, subscripts, etc.)
- Treatment of uncertainty and use of error bands/bars
- Style for citations and reference call-outs (complete citations will be required)



Graphics Usually Prove to be Problematic

- No standardized format has yet been identified (JPEG, GIF, TIFF, Bitmap, Windows Metafile, others)
- Existing graphics are likely to be acceptable “as is;” however, we need to discuss with each Authors his/her planned use of graphs with data plots, error bars, etc. (Redraw issues)
- **Action Item for Authors:** Let us know what graphics formats you plan to submit (and/or what graphics-creation software you plan to use)



Next (First?) Steps in Document Preparation

- ***Action Item for All Authors:*** Develop bulleted 1st and 2nd order headings for your chapter's outline (by July 1)
- ***Action Item for Part 2 and Part 3 Authors:*** Develop and deliver preliminary draft chapters (by early-September)
- ***Action Item for Part 1 Authors:*** Develop and deliver preliminary draft chapters (by late-September)

